General Narrative

- How to questions
  - Specific to General Narrative
- LEA Links
  - Some links will only be available to LEA Administrators
- List of questions in the application
  - Gives the number of the question
- At the top is the number of questions – not necessarily the question number
- Narrative Questions
  - Question in black
  - Directions in blue
  - Some questions are check boxes
  - Some questions are narrative
- Word editing tools available such as bold, underline, etc...
  - It does NOT automatically spell check – you need to select that function to check spelling.

1

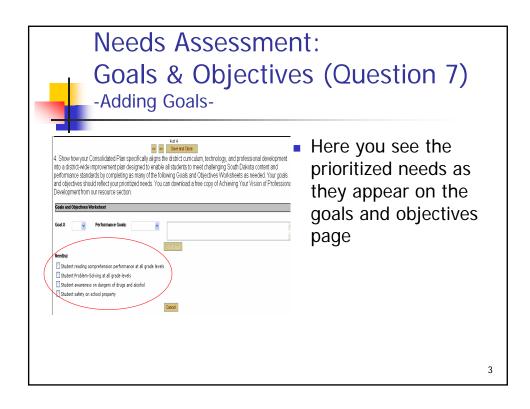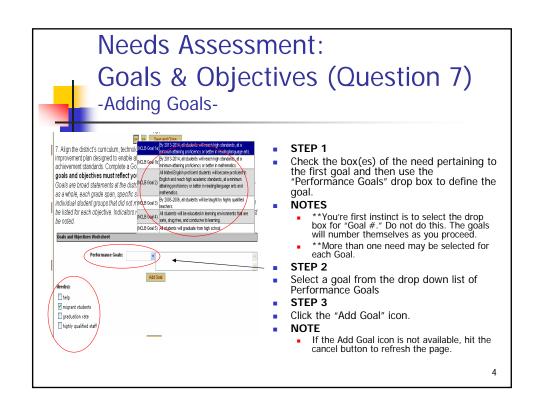# Needs Assessment – Strengths & Weaknesses (Question 6)

Strengths & Weaknesses (question 6)
- Type in the strength or weakness
- Use the drop-down box to select 'strength' or 'weakness'
- Click 'Add' icon
- Type in another strength or weakness
  - May add as many as you need
- To select if they are a prioritized need – double click on the no and a drop-down will appear to select yes if it is a prioritized need.
- Those selected as a prioritized need will appear on your goals & objectives question
- To delete a strength or weakness, click the delete icon on the right side of the strength or weakness

2

Needs Assessment: Goals & Objectives (Question 7)
-Adding Goals-

4 of 4

4. Show how your Consolidated Plan specifically aligns the district curriculum, technology, and professional development into a district-wide improvement plan designed to enable all students to meet challenging South Dakota content and performance standards by completing as many of the following Goals and Objectives Worksheets as needed. Your goals and objectives should reflect your prioritized needs. You can download a free copy of Achieving Your Vision of Professional Development from our resource section.

Goals and Objectives Worksheet

Goal #:   Performance Goals:

Need(s):
- Student reading comprehension performance at all grade levels
- Student Problem-Solving at all grade levels
- Student awareness on dangers of drugs and alcohol
- Student safety on school property

- Here you see the prioritized needs as they appear on the goals and objectives page

3

Needs Assessment: Goals & Objectives (Question 7)
-Adding Goals-

- **STEP 1**
- Check the box(es) of the need pertaining to the first goal and then use the "Performance Goals" drop box to define the goal.
- **NOTES**
  - **You're first instinct is to select the drop box for "Goal #." Do not do this. The goals will number themselves as you proceed.
  - **More than one need may be selected for each Goal.
- **STEP 2**
- Select a goal from the drop down list of Performance Goals
- **STEP 3**
- Click the "Add Goal" icon.
- **NOTE**
  - If the Add Goal icon is not available, hit the cancel button to refresh the page.

4

Needs Assessment:
Goals & Objectives (Question 7)

- When the Goal is added, it will be given a number and the screen should look like this.
- Select the "Click here to add a new goal." Repeat this process to continue to add goals.

Needs Assessment:
Goals & Objectives (Question 7)
-Adding Objectives-

- **STEP 4**
- Adding Objectives. Use the "Goal #" drop down box to select a goal then click the Add objective icon located at the bottom left of the screen.
- Each time you click "Objective" another line will be added. You can type directly into these boxes. Remember to "Save Changes"
  - Click in measurable object's box and type the measurable objective
  - Click in or tab over to 'Programs, strategies' box and type in programs, strategies, activities
  - Click in or tab over to 'Performance Indicators' to type in the indicators/assessments used to measure the success of the objective
  - Click in or tab over to 'Funding Source' just type in what the source is NOT how much

Needs Assessment:
Goals & Objectives
-Finished Product-

- NOTE
- On the left Menu Bar under LEA Links, the last link called "Goals and Objectives" will open a new window browser which will display you're completed Goals and Objectives worksheet.
- The +'s can be expanded to show all the objectives (shown right)

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